

Club Creation Committee

A presentation on how delegation can make everyone more effective.

Presented by: Tim Browning and Austin Casselberry

Aftershock – Afterschool program in Norfolk, NE

The Art of *Delegation*

- ▶ What is delegation?
 - ▶ *the act of empowering to act for another* (Merriam Webster)
- ▶ Why should you delegate?
 - ▶ Efficiency
 - ▶ Balanced work load
 - ▶ Save time
 - ▶ Staff development
 - ▶ Empowering
 - ▶ Increase interest
 - ▶ Teamwork
- ▶ Who should delegate?
 - ▶ Anyone! Delegation works both ways!



Why did we create the Club Creation Committee?

- ▶ Heavy workload
- ▶ Wanted to maintain a variety
- ▶ Keep things fresh for the students
- ▶ Recognized applicable strengths in our staff
- ▶ I was running out of ideas.



How we operate our Club Creation Committee

- ▶ Have staff sign up for the days they are available
- ▶ Meet once or twice a week
- ▶ Guidelines are set (see handout)
- ▶ Deadlines are set and communicated
- ▶ Time for brainstorming and discussion
- ▶ It is informal
 - ▶ We keep it fun, yet purposeful



Why I love the Club Creation Committee

- ▶ Keeps things fresh for the students
- ▶ Quality of programs significantly improves
- ▶ Staff enjoy facilitating clubs they assembled
- ▶ Creates a collaborative environment
- ▶ Better prepares them for future careers in education
- ▶ Gives me an avenue to present a new opportunity
- ▶ Allows all of us to more effective



Challenges to consider

- ▶ Conflicts of interest
- ▶ Some ideas need to be put on hold
- ▶ Deadlines not met
- ▶ Duplication
- ▶ Over commitment



Reviewing Delegation Do's and Don'ts

- See the handout from Strategic Coach©

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Delegation Do's & Don'ts

DO 	 DON'T
Update your team constantly on your key priorities so they know what's most important.	Expect people to read your mind.
Clarify your expectations by specifying how much time and effort you want people to invest.	Be guilty of giving "drive-by delegations."
Give your team members the support they need to leverage you better.	Underestimate the time it takes to do things—not everything can be done as quickly as you might think.
Tell your team when you're just brainstorming so they'll know whether to take action.	Micromanage.
Be patient. Let others learn and grow.	Delegate your Unique Ability® activities.
Be clear about your team's level of authority.	Underestimate your team's capabilities.

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Questions?

Feel free to contact us.

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